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To: M. E. Szymanczyk

Date: April 2, 1992

From: L. M. Cummings

Subject: RECORDS MANAGEMENT

Following is a quarterly update on the status of the Records Management Program in the Tobacco Sales Force Field Offices.

During this reporting period, the classification, labeling and inventorying phase of the Records Management Program continued in the TSF Field Offices. Overall, this phase of the program is now 87% complete and 62% of the offices report that they are now finished. This represents an eight percent increase since the last status report.

Trips were made during the first quarter to Section #34 (Oklahoma City) and Section #14 (Wayne, PA). The purpose of these visits was to provide training on the current phase of the Records Management Program. Due to the redeployment within the Sales Force, we were advised that no one in these Section Offices had received this training previously.

On February 21, 1992, the PM USA Legal Department requested that we direct the revision of departmental retention schedules that have categories pertaining to ADMINISTRATIVE RECORDS, GENERAL SUBJECT FILES, or REFERENCE MATERIALS. It was determined that ADMINISTRATIVE RECORDS should be assigned a retention period of not more than two years and the other two categories should be removed from the schedules and the records reassigned to a more specific category. A retention schedule maintenance form changing the retention period on the ADMINISTRATIVE category from superseded (SUP) to C+2 on the TSF Section Office retention schedule was sent to legal counsel for endorsement on March 20. A revised Section Office schedule will be printed, circulated for signatures and distributed to the Section Office records coordinators once the maintenance form has been returned.

Training on the final phase of the Records Management Program is scheduled to begin within the TSF Field Offices in April 1992. Diskettes to capture the inventory of TSF records are being updated with current information and will be sent to the Field Office records coordinators within the next few weeks. During this training, we will walk each records coordinator through the procedure for installing the Versatile remote inventory system software onto their personal computer and entering records inventory data. Legal counsel has requested that the inventory data be recorded and the diskette returned to the Records Management Department within 30-60 days after receiving this training.

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The Legal Department has also asked that I begin reporting the progress on the final phase of the Records Management Program within PM USA departments. The attached chart illustrates the information that will be reported quarterly on this phase (Attachment #1). Since each of the activities shown on the attachment must be performed annually, this progress report will continue each quarter until 100% of the program requirements have been met for the current calendar year. I hope this report will assist you in continuing to monitor the status of the Records Management Program in the TSF Field Offices.

During the first quarter, 558 additional cartons of inactive records were sent to the PM USA Records Center in Richmond. Since the program began, all but one Section Office has transferred records to storage, the volume of which now totals over 4.3 million records. It is currently estimated that less than 25% of the records scheduled to be transferred during 1992 have been received. During this reporting period, it was also necessary to reassign Section numbers to over 1,500 cartons of inactive records in storage as a result of the recent redeployment within the Sales Force. Attachment #2 shows an updated listing of record categories transferred from each of the Section Offices. By copy of this report, I would like to request that the Section Office coordinators verify this listing for accuracy.

The Records Management audit procedures were discussed with counsel in the PM USA Legal Department during this reporting period. It was decided that counsel will have the Corporate Audit Department review these procedures before their subsequent finalization. It was further decided that they would recommend that the Records Management Department conduct these audits under the auspices of the Corporate Audit Department. Due to our involvement on the final phase of the Records Management Program, it may still be several months before these audits begin. I will keep you informed of any developments in this area.

As always, I would like to thank the TSF records coordinators for continuing their efforts on the implementation of this important program. Also, attached is a breakdown by the Field Offices showing implementation progress on the current phase of the Records Management Program (Attachment #3).

Attachments

c: Section and Region Office Records Coordinators
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